

Scenic Regional Library
Board Minutes – June 21, 2022

Scenic Regional Library Board of Trustees met at the Scenic Regional Library new Hermann Branch on June 21, 2022 at 7:05 pm. Board Vice President Robert Niebruegge presided at the meeting. Board members attending the meeting were Joy Dufraim, John Barry, John Cheatham, Carla Robertson, Kathleen Ham, Laura Hengstenberg, Paula Sutton, and Martha Lindsley. Board members Linda Andrae, Michele Fehlings, Karen Holtmeyer, and Susan Richardson were absent.

Library Director Steven Campbell, Assistant Director Megan Maurer, Associate Director of Business and Human Resources Kjersti Merseal, and Administrative Assistant Erica Mosley were also present.

There were no public comments.

Public Comments

Robert Niebruegge said that, according to the new Robert's Rules of Order, a motion is no longer needed to approve minutes. The minutes stand approved as read unless a change is requested.

Approval of Minutes

No changes were made to the May 17, 2022 minutes.

Martha Lindsley entered the meeting at 7:06 pm.

The Library is 92% through the fiscal year and Director Campbell noted that all sections of the budget (including Operations, which was previously overbudget) are under 92%. There is approximately \$774,000 remaining, well over what the Library would spend in a month. Director Campbell estimated the Library would end the fiscal year \$400,000 under budget and \$300,000 over revenue.

Financial Report

Laura Hengstenberg asked what happens to surplus funds at the end of the year. Director Campbell said they go into reserves. This surplus, together with the sale of the old Union building, will restore reserves to 50% in order to meet the library's fund balance policy requirement.

Director Campbell said the spring book sale revenue was included in the budget totals. It was the second highest-earning book sale ever. (Fall 2021 was the highest.)

Paula Sutton entered the meeting at 7:15.

Joy Dufraim made the motion to approve the Financial Report. Martha Lindsley seconded the motion. All voted Aye. The motion carried 9/0.

Director Campbell gave the following updates to the reports.

Reports

Although the new Hermann building is not quite completed, he thinks it looks amazing and is pleased with the quality of the work. Over the next two days, materials from the old branch will be moved in to prepare for the soft opening on June 27. The puppet theater and Rigamajig will not arrive prior to the soft

opening. The art gallery lighting system is not yet installed, but the pedestals should arrive tomorrow. Carpeting is not complete. There are no tile baseboards in the hallway, but rubber baseboards will be installed temporarily. Signs will all be up tomorrow.

Kathleen Ham thanked Director Campbell and said she appreciated his vision for the Hermann project. Director Campbell thanked Administrative staff for their work on the project.

Flood and rental insurance for the old Hermann location will be cancelled June 30. Insurance policies for the new building are effective June 22.

Nine members of the Community Read Book Selection Committee attended the second committee meeting. They have narrowed their choices down to 16 books and will further narrow it to four next week. Patrons will then vote, and the committee will make the final selection at their last meeting.

Carla Robertson recommended having a drawing by cartoonist Rick Stromoski, who will be presenting Library programs for the Missouri Book Festival in August, matted and framed.

Robert Niebruegge recommended contacting the organization Aging Best in Columbia for further funding for the memory kits.

Yard signs for the Summer Reading Program have not arrived yet. Some children have already completed the program, and they will have to come back for their signs when the signs are ready. Director Campbell hopes the Foundation will repeat this fundraiser next year, starting a little earlier and raising more money, to have them ready for children who finish quickly and to be able to afford three-color printing (this year's signs are only two-color).

Presley's Glass completed the window repairs at the old Union building while Director Campbell was in Kansas City last week. Fortunately, the Board had approved Megan Maurer as backup signatory, so she was able to complete the closing for the sale.

There are no new updates on the pending land purchases in either Marthasville or Wright City.

Director Campbell updated the Board on his progress in planning the Employee Appreciation Banquet. The Washington Parks Department will not allow the Library to have a dunk tank at the James Rennick park due to concerns about water harming the grass. The Library cannot cancel the reservation and find a new location without forfeiting a \$200 deposit, so there will be no dunk tank. Director Campbell is considering Williams Brothers for catering. Administrative staff has given input on the menu options.

New Business

Employee Appreciation Banquet – Request to Close Early

Director Campbell asked the Board for permission to close the Library early on the day of the banquet so that staff working on Saturday can still attend, and to grant him the discretion to do so on similar occasions in the future.

John Barry made the motion to close all branches of Scenic Regional Library at 2pm on August 20, 2022 for the Employee Appreciation Banquet, and to grant Director Campbell discretion to do so again in the future. Carla Robertson seconded the motion. All voted Aye. The motion carried 9/0.

Carla Robertson, Robert Niebruegge, and John Barry said they do not mind donating their personal funds for the employee gift card drawing, in the event any Friends of the Library groups choose not to do so. Director Campbell said that, so far, no group has declined.

Director Campbell noted a change in his approach to drafting the Preliminary Budget this year. Normally, he does not account for any projected revenue increases in the coming fiscal year, which results in a preliminary budget that looks like there have been massive budget cuts, which is not the case. This year, he based the budget on a 3% revenue increase.

**Proposed
Preliminary Budget
for FY 2022-2023**

Director Campbell said a 6% raise for all staff is the most the Library can afford at the moment, although he does not think it is sufficient in the current economic climate. Inflation is at 8.6%. The St. Louis County Library in Eureka is starting part time clerks at \$16.50. (The Preliminary Budget increases starting pay for Library Assistants to only \$14.) Director Campbell noted a 6% increase will result in wage compression between new and long-time staff, but this would only be resolved by a 10% increase, which the Library cannot afford.

The 6% raise will increase the personnel budget to 62.5% of the total operating budget. Director Campbell has always preferred to keep it at 60% or less. However, he noted that some other libraries budget as much as 65%. Typically, the Library does not spend its entire personnel budget, so would not necessarily spend the whole 62.5%.

The Board discussed the difficulties of keeping pace with inflation, as a public entity with fixed revenue, and without the flexibility that private for-profit companies have of raising their prices or cutting into profits.

John Cheatham made the motion to approve the proposed Preliminary Budget for FY 2022-2023.

Robert Niebruegge invited further discussion.

Director Campbell pointed out notable changes to the proposed budget: An additional \$6,000 has been allotted to Hoopla, which is a pay-per-use service that gets consistently heavy usage from patrons. The microfilm line is gone, as the Library now invests in digital newspaper archives. Services from Henderson Building Solutions was a one-time expense and has been removed. Rent for Hermann has been removed. Director Campbell and Kjersti Merseal discovered the Library had been spending \$10,000 per year on utility costs for the old Union building. With the building sold, that expense is now gone, although the Utilities line has still been increased due to rising energy costs, as well as expected higher costs of the new Hermann building. Notes Payable, which was \$130,000 last year for Hermann financing, has been moved down to Bond Repayment. Director Campbell said that the Maintenance and repair line is so big because, now that the Library has all new buildings, more funds

should be invested in keeping them nice: window washing, carpet cleaning, and repairs that would have been ignored in older buildings. Professional Development has been increased to allow for conference opportunities for the Marketing Specialist, Adult Outreach Coordinator, and Assistant Director.

Joy Dufrain seconded the motion. All voted Aye. The motion carried 9/0.

Director Campbell said rent payments from the hospital are not reflected in the budget because they will go straight to reserves, as the Board planned previously.

Following the bylaws, the current Board officers would move up one position, leaving the office of Treasurer open for a Board member from Gasconade County.

Paula Sutton made the motion to nominate Michele Fehlings as Treasurer, and approve Robert Niebruegge as President, John Cheatham as Vice President, and Joy Dufrain as Secretary. Laura Hengstenberg seconded the motion. All voted Aye. The motion carried 9/0.

Election of Library Board of Trustees' Officers for 2022-2023

Unfinished Business

Kjersti Merseal reported to the Board her discussion with the Library's auditor regarding including the value of Library buildings and contents in the audit. The auditor said no appraisals are needed, as the Library already has the information on the cost of the buildings and the furniture in the buildings. The auditor can include this information in the annual audit from now on, if requested. As no appraisal is needed, this addition can be made easily and without added cost.

Future Audits

John Barry believes this will be valuable information for future Board members and for the public. Currently, because the value of the buildings is not included in the audit, it looks like there is a significant deficit. Laura Hengstenberg recommended asking the auditor to give an unqualified assessment, rather than a qualified assessment.

Martha Lindsley made the motion to add the value of the Library buildings and contents to the annual audit. John Barry seconded the motion. All voted Aye. The motion carried 9/0.

Laura Hengstenberg brought to the Board's attention that the Crawford County Library District recently cancelled a storytime event after receiving threats of violence.

Director Campbell said the Library has not yet received any complaints about Pride Month displays. Assistant Director Maurer said there were two angry comments on the Library's social media about closing for Juneteenth. She said Marketing Specialist Sarah O'Daniel replied to the comments by saying the Library closes on all federal holidays.

John Cheatham made the motion to adjourn. Martha Lindsley seconded the motion. All voted Aye. The motion carried 9/0. **Adjourn**

There being no further business, Board Vice President Robert Niebruegge adjourned the meeting at 8:41 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____